

Interim Public Records Program Manager  
UW Medicine Legal and Business Affairs  
1959 NE Pacific St., C-315 | Box 356340 | Seattle, WA 98195  
206.221.1742 | [cheryls7@uw.edu](mailto:cheryls7@uw.edu)



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**From:** Andrew Palmer [<mailto:palmera@uw.edu>]  
**Sent:** Wednesday, November 16, 2016 2:06 PM  
**To:** CHERYL L. STERNBERG <[cheryls7@uw.edu](mailto:cheryls7@uw.edu)>  
**Subject:** PRR 2016-00745, [REDACTED]

Hi Cheryl,

You were looking for some additional information on [REDACTED], right?

From OPUS...

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

Thx!

**Andrew Palmer**  
Compliance Analyst  
Office of Public Records and Open Public Meetings  
Roosevelt Commons Box 354997  
4311 11th Ave NE, Suite 360 Seattle, WA 98105  
206.543.9180 / fax 206.616.6294  
[palmera@uw.edu](mailto:palmera@uw.edu) / [www.washington.edu/publicrecords](http://www.washington.edu/publicrecords)  
logo

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**From:** CHERYL L. STERNBERG [<mailto:cheryls7@uw.edu>]  
**Sent:** Tuesday, November 15, 2016 3:01 PM  
**To:** Andrew Palmer <[palmera@uw.edu](mailto:palmera@uw.edu)>

UW002047

**Subject:** Please Call

Hi Andrew,

I need to discuss a few PR requests with you. I understand you're out of the office this afternoon, but if you could please give me a call as soon as you get a chance, I would appreciate it. Usually any time after 10 AM is good.

Thanks,

**Cheryl Sternberg**

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**From:** [Karen Holloway](#)  
**To:** [Lauren Fischer](#)  
**Subject:** Re: Time Sensitive Public Records Request: PR-2016-00760  
**Date:** Thursday, December 01, 2016 4:49:04 PM

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Please contact Tamara Schmautz, Virology Division Administrator, Lab Medicine. Julie Dalessio was in the Virology division and any records regarding employment reference responses subsequent to her departure from Lab Medicine would need to come from the Division. Tamara can let you know if Rhoda Morrow has such records.

**Tamara Schmautz**

206 667-7833

Box 358080

- Virology Division Administrator, Laboratory Medicine
- 1100 Fairview Avenue N, E5-110

[tschmaut@uw.edu](mailto:tschmaut@uw.edu), [tschmaut@fredhutch.org](mailto:tschmaut@fredhutch.org)

Lauren, I will request the department personnel file from archives, have it scanned and forward to you.

thanks,

Karen

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Karen Holloway  
Associate Administrator  
Department of Laboratory Medicine  
UW Medicine  
HMC, Pat Steel Bldg, 5th Floor  
Box 359743  
(206) 744-9786 (Voice mail)  
(206) 744-9621 (FAX)

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**From:** Lauren Fischer  
**Sent:** Thursday, Dec 1, 2016 at 8:29:14 AM PST  
**To:** KAREN L. HOLLOWAY  
**Subject:** Time Sensitive Public Records Request: PR-2016-00760

**\*\*\*\*\*Immediate attention required: This is a time-sensitive request for assistance from the Office of Public Records and Open Public Meetings. Please respond to me no later than THURSDAY, DECEMBER 15, 2016 with either your records or a notification that you do not have any responsive records. \*\*\*\*\***

Dear Ms. Holloway:

I am contacting you because UW Medicine has received a public records request (PR-2016-00760) for which I believe you or someone in your department may have

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responsive records. I have attached a pdf of the request. **Please review the request and provide any responsive records in electronic format.**

All records will be reviewed to ensure permissible exemptions are brought to the attention of the UW Office of Public Records. General information pertaining to the UW Public Records process is included at the bottom of this email.

Rather than forwarding this request to others, please let me know directly if there is anyone additional you believe may have responsive records so we can discuss the best way to coordinate gathering the records. If you need additional time to search your records, please let me know that as well. Otherwise, you can feel free to direct any questions about this request for records to me. My contact information is included below. Your efforts to complete the required due diligence process is appreciated, and I look forward to assisting you in any way to fulfill this request for public records.

Thank you!

**Lauren Fischer**

Senior Program Manager

Legal and Business Affairs, UW Medicine

1959 NE Pacific St. | Box 356340 | Seattle, WA 98195

206.221.1894 | [dunnuck@uw.edu](mailto:dunnuck@uw.edu)

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<2016-00760, Dalessio.pdf>